

South African Weather Service

Fixed Assets Management Training Manual



Document Review and Distribution

Document location

Revision history

Version	Author	Date	Revision	Email address
1.0	Sipho Banda	22/07/2019	Final	

Document review

This document is deemed official only if the reviewers have signed below

Reviewer Name	Signature	Role	Date

Document distribution

Version	Name	Date	Email Address



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1 INTRODUCTION

1.1 **Document Purpose**

The purpose of this training document is to provide steps on how to enter/maintain Assets and process transactions on the NetSuite system.

1.2 **Scope**

The focus of the training will be on the below functions in NetSuite:

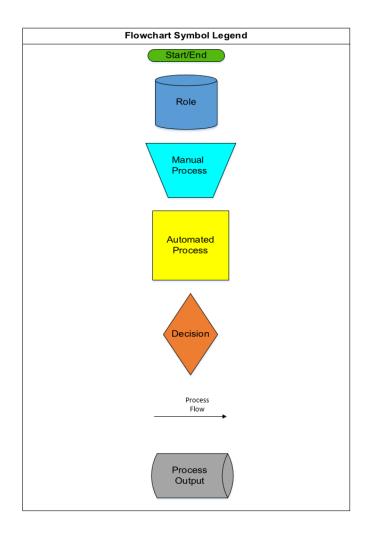
- Asset Records
- Asset Depreciation
- Asset Disposal
- Asset Split
- Asset Transfer
- Asset Verification
- Asset Reports



1.3 Process Flow

Flowchart Legends

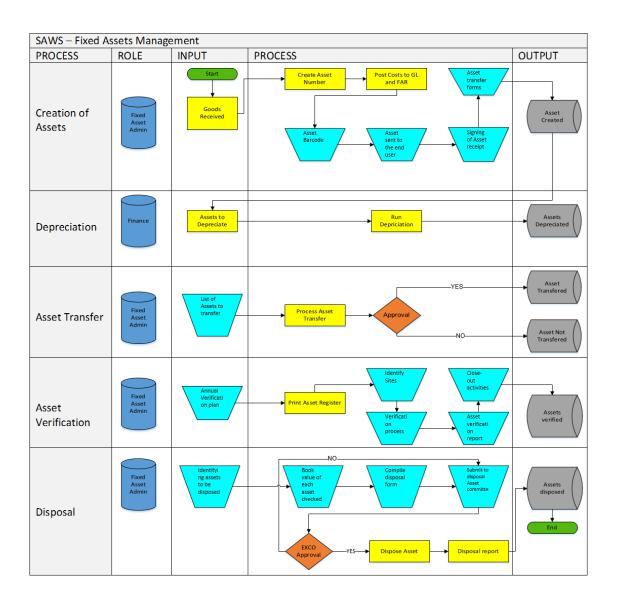
The following are the flowchart symbol legends:





Fixed Assets Management Process

The following figure shows the Fixed Assets Management Process Flow:





2 FIXED ASSETS MANAGEMENT

NetSuite Fixed Assets Management provides automated management of fixed assets acquisition, depreciation, disposals, splits, transfer etc. You can import new assets into NetSuite to track asset depreciation, including the depreciation history of assets. New asset records can also be created manually in NetSuite.

2.1 Asset Records

2.1.1 Asset Types

Before you create an asset record, you must create asset types. Each asset must be assigned an asset type, which defaults some of the asset variables (on creation of new assets) and groups assets in reports and during processing.

To create an asset type:

• Go to Fixed Assets > Setup > Asset Types > New.

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- Enter the following fields:
 - Name e.g. Radar Equipment. This is a name for the asset type.
 - Description e.g. **This Asset Type relates to Radar Equipment**. This is a general description for the asset type.
 - Accounting Method e.g. Straight Line. This method will be used to calculate the values that will be entered into the accounting system.



- Residual Percentage e.g. 10%. Enter the percentage value of the original cost which the asset will be worth at the end of its lifetime. For example, an asset purchased for R1,000.00 may be worth R100.00 at the end of its lifetime, so the residual value percentage would be 10% (10% of R1,000.00 is R100.00). Entering a residual value will always override the default value calculated using the percentage.
- Asset Lifetime e.g. 60. Enter the expected lifetime of the asset, in multiples of the depreciation period. Only months is currently supported.
- On the General subtab, provide values for the following fields:
 - Depreciation Active e.g. **True**. You can also select from the following options:
 - True to make this asset type active and to include it in depreciation processing.
 - False if you do not want to include this asset type in depreciation processing.
 - On Project Completion For assets related to a project, this option sets the assets to start depreciation when the project is completed. Note The Depreciation Start Date and the Acquisition History record will be available, only when the project is closed.
 - Include in Reports Check this box to include the asset type in the Asset Summary Report. By default, all assets are included in the report.
 - Revision Rules e.g. **Current Period**. Controls how revisions (revaluation) affect the asset.
 - Depreciation Rules e.g. **Acquisition**. You can also select from the following options:
 - Acquisition Asset is depreciated in the same period when it is first made active.
 - Disposal Asset is depreciated in the final period of its lifetime.
 - Pro-rata Asset will depreciate in proportion to a partial month in both the period of acquisition and of disposal, based on a standardized 30-day month.
 - Mid-month If the Depreciation Start Date falls within the first half of the month (for example, July 11, 2011), then depreciation starts on the same month of the asset acquisition (July). If the Depreciation Start Date falls within the second half of the month (for example, June 18, 2011), then depreciation starts on the month after the month of asset acquisition (July).
 - Depreciation Period e.g. **Monthly**. Select whether the asset will be depreciated monthly or annually. The system defaults to monthly.
 - Custodian e.g. **Training21**. Select the default employee responsible for assets of this type.



 Financial Year Start e.g. April. Select the month on which the financial year starts.

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- On the Accounts subtab, select accounts to post to for this asset type:
 - Asset Account e.g. Cost Radar Equipment. Select the main asset cost account (balance sheet). When proposing new assets, this is the account that will be searched for new transactions.
 - Depreciation Account e.g. Accu Dep Radar Equipment Select the account that will be tracking the accumulated depreciation (balance sheet).
 - Depreciation Charge Account e.g. Dep Radar Equipment Select the expense account for the depreciation charges (period depreciation amount).
 - Write Off Account e.g. Dep Radar Equipment Select the account for the asset write-off expense.
 - Write Down Account e.g. Dep Radar Equipment Select the account for the asset write-down expense.
 - Disposal Cost Account e.g. **Disposal** Select the account for the asset disposal (sale) expenses.
 - Asset Account Last Checked e.g. 31/03/2019 Enter a start date for the New Asset Proposal process which will search for transactions dated on or after this date. This date will be automatically updated each time asset proposal is run. This date is used for Asset proposal.



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• Click the Save button.

2.1.2 Creating Assets

To create an asset record:

• Go to Fixed Assets > Lists > Assets > New

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- Enter values for the following fields:
 - Note: The Asset Number is system-generated.
 - Asset Name e.g. New Irene Radar This is a name of the asset.
 - Asset Description e.g. Radar This is a brief description of the asset.
 - Asset Serial Number e.g. RAD001 This is a serial number to track or identify the asset.
 - Parent Asset If this asset is part of a collection of assets, select the parent asset that this asset belongs to. Child assets are automatically depreciated when the parent asset is depreciated, and could also be affected by other operations upon the parent asset.
 - Project Select the project that the asset is related to. You can set the Depreciation Active setting to On Project Completion for assets related to a project. This will automatically start asset depreciation when the project completes. For more information on Depreciation Active, see General Subtab.
 - Asset Type e.g. Radar Equipment Select the asset type for this asset. When you select an asset type, default values based on the asset type will automatically populate most of the asset record fields. The asset type also categorizes assets in reports and other processes.
 - Asset Original Cost e.g. **100 000** Enter the original (purchase) cost of the asset.
 - Asset Current Cost e.g. 100 000 If the current cost is the same as the original cost, it will default once the record is saved. This will include any write-down amounts which have been applied to the asset.
 - Residual Value Percentage e.g. **10%** The default value is set by asset type. You can enter a percentage if it is different to the default value from the asset type.
 - Residual Value e.g. **10 000** This values defaults from the residual value percentage.
 - Accounting Method e.g. Straight Line The default method is set by asset type.
 - Asset Lifetime e.g. 60 The value defaults from the asset type but it can be modified.
 - Depreciation Period e.g. **Monthly** It defaults to monthly.
 - Asset Lifetime Usage If the depreciation of the asset is governed by the use made of that asset (for example, vehicle mileage), enter a lifetime usage figure that represents the total number of units available for the asset. When the total usage to date equals the



lifetime usage, the asset will have reached the end of its lifetime. Leave blank.

- Current Net Book Value e.g. **100 000** The current book valuation of the asset defaults from the Asset Original/Current Cost.
- Cumulative Depreciation The total depreciation amount applied to date to the asset. It is greyed out.
- Asset Status e.g. **New** Defaults to New.
- Customer Location Select a customer or create a new customer record.
- Disposal Status Leave Blank.
- Verification Date Leave Blank. Enter a verification date if the asset has been verified.
- Verification Status Leave Blank. Enter a verification status if the asset has been verified.

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- On the general subtab enter values for the following fields:
 - Department e.g. Air Quality Information
 - Location e.g. SAWS : Gauteng : Irene
 - Custodian e.g. **Training 21** This value defaults from the asset type.
 - Physical Location e.g. Room 231
 - Include in Reports the check box is checked.
 - o Purchase Date e.g. 01/04/2019
 - Depreciation Start Date e.g. 01/04/2019
 - Depreciation End Date e.g. **31/03/2024** The date is calculated based on the asset lifetime and depreciation start date.
 - o Depreciation Rules e.g. Acquisition. Defaults from the asset type.
 - Revision Rules e.g. Current Period. Defaults from the asset type.
 - Depreciation Active e.g. True.
 - Financial Year Start e.g. **April** Select the month on which the financial year starts.

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• Annual Method Entry e.g. **Fiscal Year**.

- On the Accounts subtab, select accounts to post to for this asset type:
 - Asset Account e.g. Cost Radar Equipment This value defaults from the asset type.
 - Depreciation Account e.g. Accu Dep Radar Equipment This value defaults from the asset type.



- Depreciation Charge Account e.g. Dep Radar Equipment This value defaults from the asset type.
- Write Off Account e.g. Dep Radar Equipment This value defaults from the asset type.
- Write Down Account e.g. Dep Radar Equipment This value defaults from the asset type.
- Disposal Cost Account e.g. Disposal This value defaults from the asset type.

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• Click the Save button.



2.1.3 Review Assets Information

To review the Asset information:

• Go to Fixed Assets > Lists > Assets

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• Review the Asset details then click the home button.

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2.2 Asset Depreciation

In the Fixed Assets Management SuiteApp, you can run Asset Depreciation to depreciate assets for the first time or to depreciate an asset following a revision of the depreciation method or period. Asset depreciation can be performed periodically for a single asset type or for several asset types. This procedure is run to depreciate assets for the next period. The Fixed Assets Management SuiteApp will decide which assets require depreciation by checking the depreciation start date, last depreciation period, and depreciation rules. When posting the depreciation values, the system will create a batch of GL journal entries. An asset will depreciate for each period intervals up to the date entered on the Depreciate Assets page. For example, if an asset has a monthly depreciation period, and its last depreciation is in January, a depreciation run for June will cause a depreciation to happen for February, March, April, May, and June.



2.2.1 Run Depreciation

To depreciate assets for the period:

• Go to Fixed Assets > Transactions > Asset Depreciation.

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FAM Asset FAM035162 #35162 Fixed Asset Depreciation Entry #27 Fixed Asset Depreciation Entry #18 FAM Transaction Field Map	ASET STATUS	SET TYPE Building		ASSET NUMBER				
Fixed Asset Depreciation Entry #16 Journal #JOU101 FAM Transaction Field Map		SAWS FAM Asset Register		QUICK SORT Depr Start Date Asset Life		▼ Ufe Location C		Original Cost
Easyste Farm	Land FAM000004 Air Quality Equipment FAM032395	A291003 AQ WEBBLOGGER COMPLET	re	1/4/2019 1/4/2019	Asset Life 60 120	SAWS : Gauteng : Head Office - None -	Custodian - None - - None -	300,000.00 55,317.51

- Enter values for the following fields:
 - Asset Type(s) Select one or more asset types.
 - Depreciation Period e.g. 31/07/2019 This is a date up to which assets will be depreciated.
 - Depreciation Reference e.g. July Depreciation Enter a depreciation reference to be used as the base reference on all generated journals. Leave this field blank to use the default reference.

Depreciate Assets		
Depreciate Assets		
ASSET TYPE(S)	DEPRECIATION PERIOD *	
Fleet5	30/4/2019	
	DEPRECIATION REFERENCE	
Fleet6	April Depreciation	
Houses		
Land		
Minor Computers		
Motor Vehicles		
Radar Equipment		



• Click Depreciate Assets. The Fixed Assets Management SuiteApp calculates the value to be depreciated based on the depreciation method and period entered.

DEPRECIATION PERIOD *	
30/4/2019	
DEPRECIATION REFERENCE	
April Depreciation	
	30/4/2019 DEPRECIATION REFERENCE

• You will be redirected to the Process Status page, where you can track the status of the depreciation. On the Process Status page, the following processes will be queued for asset depreciation. You can click the Details link on any process to view the process stage details. The process has completed.

FAM	Process	Status

Refresh							
#	INTERNAL ID	PROCESS NAME	DATE CREATED	STATUS	PROCESS STAGE	DETAILS	ERRORS
1	3893	Asset Depreciation	11/10/2019 1:01 PM	Completed		Details	
2	3891	Reset Asset Values	10/10/2019 9:45 PM	Completed		Details	
3	3889	Reset Asset Values	10/10/2019 9:36 PM	Completed		Details	
4	3788	Asset Depreciation	2/10/2019 5:44 PM	Completed		Details	
5	3787	Asset Depreciation	2/10/2019 11:49 AM	Completed		Details	
6	3587	Data Migration	27/9/2019 2:09 PM	Completed		Details	
7	3586	Asset Depreciation	25/9/2019 8:28 PM	Completed		Details	



2.2.2 Review Depreciation Entries

To review depreciation entries:

• Go to Fixed Assets > Lists > Assets

527 SAWS FAM Asset Nil Book Value Mass 1,123 SAWS FAM Asset Not Verified Asset	Search	Q	. № 🔞 Help 🗖	Feedback	Sipho Banda South AFRICAN WEATHER SERVICE	- SAWS Fixed As	uets Management
Reminders Sho 527 SAWS FAM Asset Nil Book Value Mass 1,123 SAWS FAM Asset Not Verified Asset	Documents Setup Payments	Fixed Assets Support					
Reminders Sho 527 SAWS FAM Asset NII Book Value Mass 1,123 SAWS FAM Asset Not Verified Asset		Fixed Assets Overview			Viewing: Portlet date settings	 Persona 	alize 👻 Layout 👻
Reminders Sho 527 SAWS FAM Asset NII Book Value Mass 1,123 SAWS FAM Asset Not Verified Asset		Setup	F	_			
1,123 SAWS FAM Asset Not Verified Asset	ortcuts	Lists	Assets	New			
	S FAM Asset Nil Book Value Master Asset Register		Build Compound Ass	et Search	Asset Nil Book Value		
Asse	t Register by Location and Custodian		pn/category	20 . Sec	Asset Balances Detail		
	t Register by Physical Location and Custo	Leases	* Asset Type		Asset Balances Summary		
	Additions	Journal Types	Custodian		GL Balances Detail		
	osed Assets	Reports	Department		GL Balances Summary		
FAM Asset FAM035150 #35150	ts Verified	Searches	Location				
FAM Asset FAM035163 #35163 FAX	A Depreciation History List	Background Processing	•				
Fixed Asset Depreciation Entry #17		- All -					
FAM Asset		- None -					
FAM035160 #35160	E this fiscal year to date	Air Quality Equipme SSET TYPE Building	ASSET NUMBER				
FAM035162 #35162							
Fixed Asset Depreciation Entry #27	- All -	i i					
Fixed Asset Depreciation Entry #18	- None - New						
FAM Transaction Field Map	T STATUS Depreciating						
Fixed Asset Depreciation Entry #16							
journal #jOU101 <	> 4-21 TOTAL: 555 VIEW	SAWS FAM Asset Register	T QUI	CK SORT	-		
FAM Transaction Field Map							
	iset Type Asset Number *	Asset Name	Depr Start Date	Asset Life	Location	Custodian	Original Cost
	nd FAM000004	A291003	1/4/2019	60	SAWS : Gauteng : Head Office	- None -	300,000.00
Coords Form		AQ WEBBLOGGER COMPLET		120	- None -		
	r Quality Equipment FAM032395					- None -	55,317.51
POIN	Quality Equipment FAM032396	RM Young Ratiation Shield	1/4/2019	120	- None -	- None -	4,397.13
SAWS FAM Asset List Ac			1/4/2019 TOR 1/4/2019				

Click View

🖿 FAI	VI Asset Li	st							L	ist Search	Audit Trail
VIEW SAW	S Default		 Edit View 	New FAM Ass	et						
FILTER	IS										
E 🖻	🔁 🖶	SHOW INAC						QUICK SORT		•	TOTAL: 1
EDIT VIEW	ASSET NUMBER &	ASSET NAME	ASSET DESCRIPTION	ASSET ORIGINAL COST	ASSET CURRENT COST	DEPRECIATION METHOD	ASSET LIFETIME	ASSET STATUS	QUANTITY	CURRENT NE	T BOOK VALUE
Edit View	FAM035150	New Irene Radar	Radar	100,000.00	100,000.00	Straight Line	60	Depreciating	1		98,500.00



• Click the Depreciation History

Request Transfer Request	Disposal 🖶	Actio	ns 🕶							
	RESIDUAL VALUE 0.0%	PERCENTAGE			CUSTOMER LOCATIC	IN				
	RESIDUAL VALUE 10,000.00				COMPONENT OF					
	DEPRECIATION M Straight Line	THOD			DISPOSAL STATUS					
	ASSET LIFETIME 60				VERIFICATION DATE 31/7/2019					
	DEPRECIATION PE Monthly	RIOD			VERIFICATION STATU	IS				
	ASSET LIFETIME U	SAGE			TRANSFER APPROVA	L STATUS				
	CURRENT NET BO 98,500.00	OK VALUE			DISPOSAL APPROVA	L STATUS				
	ACCUMULATED D 1,500.00	EPRECIATION			DISPOSAL APPROVER					
	ASSET STATUS Depreciating				TRANSFER APPROVE	R				
eneral <u>A</u> ccounts Insuranc	e <u>M</u> aintenance <u>C</u> o	omponents	Tax Methods	Asset Sale/Disposal	Ass <u>e</u> t Usage	Sub-Assets	Income/Expense	Lease	Depreciation History	
≈ +	2									
e										

Click on view

Reques	t Transfer	Request D	lisposal 🛛 🔒	Actio	ins *						
			RESIDUAL V 0.0%	ALUE PERCENTAGE			CUSTOMER LOCATI	ON			
			RESIDUAL V/ 10,000.00	ALUE		COMPONENT OF					
			DEPRECIATIO Straight Lin				DISPOSAL STATUS				
			ASSET LIFETI 60	ME			VERIFICATION DATE 31/7/2019				
			DEPRECIATIO Monthly	ON PERIOD			VERIFICATION STAT	US			
			ASSET LIFETI	ME USAGE			TRANSFER APPROV	AL STATUS			
			CURRENT NE 98,500.00	ET BOOK VALUE			DISPOSAL APPROV	NL STATUS			
			ACCUMULAT 1,500.00	ED DEPRECIATION			DISPOSAL APPROVI	IR			
			ASSET STATU Depreciatin				TRANSFER APPROV	ER			
<u>G</u> eneral	Accounts	Insurance	<u>M</u> aintenance	<u>C</u> omponents	<u>⊺</u> ax Methods	Asset Sale/Disposal	Ass <u>e</u> t Usage	Sub-Assets	Income/Expense	Lease	Depreciation History
	GL POSTING		DEPRECIATION ST	ART DATE	DE	PRECIATION END DATE		ASSET STATUS	VIEW	•	
	Yes		1/4/2019		31/3	3/2024		Depreciating	View		

• Click the Journal Entry **Fixed Asset Depreciation Entry #237** link to review the details

ASET FAMO39 130 MCTHOD Accounting Method 2L DOSTING 21 - 05 / 100 /	Deprec	iation History						More
EDIT TAMASACTION TYPE DATE TRUNSACTION ADDIT NET BOOK VALUE QUANTITY POSTING REFERENCE # Edit Depreciation 31/1/2029 1,500.00 86,500.00 1 Edit Depreciation 30/1/2019 1,500.00 86,500.00 1 Edit Depreciation 30/1/2019 1,500.00 86,500.00 1 Edit Depreciation 31/1/2019 1,500.00 92,500.00 1 Edit Depreciation 31/1/2019 1,500.00 94,000.00 1 Edit Depreciation 31/1/2019 1,500.00 94,000.00 1 Edit Depreciation 31/1/2019 1,500.00 97,000.00 1 Edit Depreciation 31/1/2019 1,500.00	FAM035150 METHOD Accounting N GL POSTING	Nethod	RECORD					
Edit Depreciation 31/1/2020 1,500.00 85,000.00 1 Edit Depreciation 31/1/2019 1,500.00 86,500.00 1 Edit Depreciation 31/1/2019 1,500.00 86,500.00 1 Edit Depreciation 31/1/2019 1,500.00 86,500.00 1 Edit Depreciation 31/1/2019 1,500.00 91,000.00 1 Edit Depreciation 31/8/2019 1,500.00 91,000.00 1 Edit Depreciation 31/8/2019 1,500.00 92,500.00 1 Edit Depreciation 31/8/2019 1,500.00 94,000.00 1 Edit Depreciation 31/8/2019 1,500.00 95,500.00 1 Edit Depreciation 31/8/2019 1,500.00 97,000.00 1 Edit Depreciation 31/8/2019 1,500.00 97,000.00 1 Edit Depreciation 31/8/2019 1,500.00 97,000.00 1	Depreciat	ion History •						
Edit Depreciation 31/12/2019 1,500,00 86,500,00 1 Edit Depreciation 30/1/2019 1,500,00 86,000,00 1 Edit Depreciation 30/1/2019 1,500,00 86,000,00 1 Edit Depreciation 31/1/2019 1,500,00 91,000,00 1 Edit Depreciation 31/8/2019 1,500,00 91,000,00 1 Edit Depreciation 31/7/2019 1,500,00 94,000,00 1 Edit Depreciation 31/7/2019 1,500,00 94,000,00 1 Edit Depreciation 31/7/2019 1,500,00 94,000,00 1 Edit Depreciation 30/4/2019 1,500,00 97,000,00 1 Edit Depreciation 31/7/2019 1,500,00 97,000,00 1 Edit Depreciation 30/4/2019 1,500,00 98,500,00 1	EDIT	TRANSACTION TYPE	DATE	TRANSACTION AMOUNT	NET BOOK VALUE	QUANTITY POST	TING REFERENCE &	
Edit Depreciation 30/11/2019 1,500.00 88,000.00 1 Edit Depreciation 31/10/2019 1,500.00 86,000.00 1 Edit Depreciation 31/10/2019 1,500.00 91,000.00 1 Edit Depreciation 31/10/2019 1,500.00 92,500.00 1 Edit Depreciation 31/10/2019 1,500.00 92,500.00 1 Edit Depreciation 31/17/2019 1,500.00 94,000.00 1 Edit Depreciation 31/17/2019 1,500.00 94,000.00 1 Edit Depreciation 31/17/2019 1,500.00 97,000.00 1	Edit	Depreciation	31/1/2020	1,500.00	85,000.00	1		
Edit Depreciation 31/10/2019 1,500.00 85,500.00 1 Edit Depreciation 30/9/2019 1,500.00 91,000.00 1 Edit Depreciation 31/10/2019 1,500.00 92,500.00 1 Edit Depreciation 31/0/2019 1,500.00 94,000.00 1 Edit Depreciation 30/0/2019 1,500.00 94,000.00 1 Edit Depreciation 30/0/2019 1,500.00 95,500.00 1 Edit Depreciation 30/0/2019 1,500.00 97,000.00 1 Edit Depreciation 30/4/2019 1,500.00 97,000.00 1 Edit Depreciation 30/4/2019 1,500.00 97,000.00 1	Edit	Depreciation	31/12/2019	1,500.00	86,500.00	1		
Edit Depreciation 30/9/2019 1,500.00 91,000.00 1 Edit Depreciation 31/8/2019 1,500.00 92,500.00 1 Edit Depreciation 31/8/2019 1,500.00 94,000.00 1 Edit Depreciation 31/7/2019 1,500.00 94,000.00 1 Edit Depreciation 30/6/2019 1,500.00 95,500.00 1 Edit Depreciation 31/5/2019 1,500.00 97,000.00 1 Edit Depreciation 30/4/2019 1,500.00 97,000.00 1 Edit Depreciation 30/4/2019 1,500.00 97,000.00 1	Edit	Depreciation	30/11/2019	1,500.00	88,000.00	1		
Edit Depreciation 31/8/2019 1,500.00 92,500.00 1 Édit Depreciation 31/7/2019 1,500.00 94,000.00 1 Édit Depreciation 31/7/2019 1,500.00 94,000.00 1 Édit Depreciation 31/6/2019 1,500.00 95,000.00 1 Édit Depreciation 31/6/2019 1,500.00 96,500.00 1 Édit Depreciation 31/4/2019 1,500.00 98,500.00 1	Edit	Depreciation	31/10/2019	1,500.00	89,500.00	1		
Edit Depreciation 31/7/2019 1,500.00 94,000.00 1 Edit Depreciation 30/6/2019 1,500.00 95,500.00 1 Edit Depreciation 31/5/2019 1,500.00 97,000.00 1 Edit Depreciation 31/5/2019 1,500.00 97,000.00 1 Edit Depreciation 30/4/2019 1,500.00 98,500.00 1	Edit	Depreciation	30/9/2019	1,500.00	91,000.00	1		
Edit Depreciation 30/6/2019 1,500.00 95,500.00 1 Edit Depreciation 31/5/2019 1,500.00 97,000.00 1 Edit Depreciation 30/4/2019 1,500.00 98,500.00 1 Edit Depreciation 30/4/2019 1,500.00 98,500.00 1	Edit	Depreciation	31/8/2019	1,500.00	92,500.00	1		
Edit Depreciation 31/5/2019 1,500.00 97,000.00 1 Edit Depreciation 30/4/2019 1,500.00 98,500.00 1 Exect Asset Depreciation Entry #237	Edit	Depreciation	31/7/2019	1,500.00	94,000.00	1		
Edit Depreciation 30/4/2019 1,500.00 98,500.00 1 Fixed Asset Depreciation Entry #237	Edit	Depreciation	30/6/2019	1,500.00	95,500.00	1		
	Edit	Depreciation	31/5/2019	1,500.00	97,000.00	1		
Edit Acquisition 1/4/2010 100.000.00 100.000.00 1	Edit	Depreciation	30/4/2019	1,500.00	98,500.00	1 Fixed	Asset Depreciation Entry #237	
Luc Acquisition 114/2019 100/00/00 100/00/00	Edit	Acquisition	1/4/2019	100,000.00	100,000.00	1		



• The Fixed Asset Depreciation Entry is pending approval, review the details then click the home button.

🕴 🕂 🔹 Actions 🕶								
imary Information								
NTRY NO. 37 UNERENCY UNIT AND AND UNIT AND AND NOVAL STATUS Lines Communication Syste	m Information	Custom GL In	npact	DATE 31/5/2019 MEMO FAM035150 STATUS Pending Approval				E
	DEBIT	CREDIT	MEMO		NAME	DEPARTMENT	LOCATION	RELATED ASSET
81450 Dep - Radar Equipment	1,500.00		April Depreciation (FAM)			1 Air Quality Information	SAWS : Gauteng : Irene	
			April Depreciation (FAM)			1 Air Quality Information	SAWS : Gauteng : Irene	

Finance will approve the Journal Entry by following the steps below:

• Go to Fixed Assets > Transactions > Journal Types > Depreciation Entries

ome			V Fixed Assets Overview	Personalize 👻 Layout 👻
			Setup	F
Reminders	Financial Ratios		Lists	Ъ.
No content	INDICATOR	THIS PERIOD	Transactions	▶ VGE
Please set up this portlet by clicking on the	Current Ratio	1.42	Leases	-2.14%
menu icon.	Receivables Turnover	0	Leases	-94.87%
	Days Sales Outstanding	14,282,143.6	Journal Types	Depreciation Entries N
Ouick Search	Inventory Turnover	0	Reports	Revaluation Entries
Quick Scarch	Days Inventory On Hand	N/A	Reporta	- Reveluention Entries
SEARCH	Asset Turnover	0	Searches	▹ Disposal Entries ▶
	Profit Margin on Sales	-1,067,308.35%	Background Processing	Transfer Entries
SEARCH FOR	Return on Assets	-1.11%		1.1,011,0010
Name/ID 💌	Return on Equity	-2.10%	-0.13%	↑ +1,573.54%
Search	Debt to Total Assets	0.47	0.46	↑ +2.02%
search	Debt to Equity	0.89	0.86	↑ +3.83%

Click Edit on Journal Entry Fixed Asset Depreciation Entry #237

VIEW SAWS Default		•	Edit View New Fixe	d Asset Depreciation Entry			
FILTERS							
3 🖻 🔁 🗍		K)			QUICK SORT	▼ 237 — 186 ▼ ◀	
EDIT VIEW	INTERNAL ID	DATE	DOCUMENT NUMBER #	ACCOUNT	WO REJECTED	AMOUNT	QUANTI
Edit View	46581	31/5/2019	237	81450 Dep - Radar Equipment		1,500.00	
Edit View	46108	31/5/2019	236	81450 Dep - Radar Equipment		100.00	
Edit View	46208	31/5/2019	235	81450 Dep - Radar Equipment		41.67	
Edit View	46007	31/5/2019	234	81450 Dep - Radar Equipment		41.67	
Edit View	44600	31/5/2019	233	81450 Dep - Radar Equipment		100.00	
	44202	30/6/2019	232	81450 Dep - Radar Equipment		41.67	



• Change the Approval Status to Approved than click the Save button.

37 PENDING APPROVAL	ntry 🔍				
Save T Cancel Reset	Actions •				
imary Information					
JSTOM FORM *		CREDIT		POSTING PERIOD	
AWS Fixed Asset Deciation Entry Form 🔻				May 2019	-
ITRY NO.		CURRENCY *		MEMO	
37		South African Rand	•	FAM035150	
UT OF BALANCE BY		EXCHANGE RATE *		STATUS	
EBIT		1.00		Approved	-
		DATE *			
		DATE * 31/5/2019			
PROVAL STATUS		31/5/2019			
ines Communication System Information	_	31/5/2019 EFT			_
ines Communication System Information	DEBIT	31/5/2019 EFT CREDIT MEMO	NAM		LOCATION
ines Communication System Information	_	31/5/2019 EFT		E DEPARTMENT 1 Air Quality Information	LOCATION SAWS : Gauten Irene

2.3 Asset Disposal

The Fixed Assets Management SuiteApp enables you to write-off or sell a simple or compound asset. When a fixed asset is disposed during, or at the end of its useful economic life, an adjustment needs to be made to the depreciation provision account so that the account balance represents only the accumulated depreciation to date on fixed assets held at that point in time. Disposing an asset by sale lets you enter a proceeds value and post the difference between the net book value and the proceeds earned from the sale of the asset to the general ledger. A sales invoice is created using the Disposal Item as the line item, and the asset status is set to Disposed. Writing off an asset will post the net book value and cumulative depreciation of the asset to the general ledger and set the book value and cumulative depreciation of the asset to zero. During asset disposal, the system creates depreciation histories for the asset's accounting methods and tax methods (Depreciation History and Alternate Depreciation History Sublist). Asset disposal is applied for both accounting and alternate/tax methods, where the amount sold is separately calculated for each of the methods. For accounting methods, the amount is sourced from the Asset Current Cost in the FAM Asset record. For alternate/tax methods, the amount is sourced from the Current Cost in the FAM Alternate Depreciation record.



• To request approval for disposal, Click the Request Disposal



• The disposal request is pending approval

FAM Asset		
FAM035254		
Edit Back Request Transfer 🔒 🗛 🗸	Actions -	
ASSET NUMBER FAM035254	RESIDUAL VALUE PERCENTAGE 10.0%	CUSTOMER LOCATION
ASSET NAME New Radar	RESIDUAL VALUE 10,000.00	COMPONENT OF
ASSET DESCRIPTION	DEPRECIATION METHOD Straight Line	DISPOSAL STATUS
Radar ASSET SERIAL NUMBER	ASSET LIFETIME 60	VERIFICATION DATE
RADOQ PARENT ASSET	DEPRECIATION PERIOD Monthly	VERIFICATION STATUS
PARENT ASSET	ASSET LIFETIME USAGE	TRANSFER APPROVAL STATUS
JOB	CURRENT NET BOOK VALUE 100.000.00	DISPOSAL APPROVAL STATUS Pending Approval
ASSET TYPE Radar Equipment	ACCUMULATED DEPRECIATION	DISPOSAL APPROVER
ASSET ORIGINAL COST	0.00	3 Sipho Banda
100,000.00	ASSET STATUS New	TRANSFER APPROVER
ASSET CURRENT COST 100,000.00	THET	

• To approve the disposal request, click the Approve disposal button.





• The disposal has been approved.



• To reject the asset disposal, Click the Reject Disposal button.

FAM Asset		
FAM035195 Edit Back Approve Disposal	Reject Disposal Request Transfer 🗗 🎝 🔹 Action	IS ▼
ASSET NUMBER FAM035195	RESIDUAL VALUE PERCENTAGE 0.0%	CUSTOMER LOCATION
ASSET NAME Radar	RESIDUAL VALUE 0.00	COMPONENT OF
ASSET DESCRIPTION	DEPRECIATION METHOD Straight Line	DISPOSAL STATUS
ASSET SERIAL NUMBER	ASSET LIFETIME 60	VERIFICATION DATE
RADAR003 PARENT ASSET	DEPRECIATION PERIOD Monthly	VERIFICATION STATUS
IOB	ASSET LIFETIME USAGE	TRANSFER APPROVAL STATUS
ASSET TYPE	CURRENT NET BOOK VALUE 49,166.67	DISPOSAL APPROVAL STATUS Pending Approval
Radar Equipment	ACCUMULATED DEPRECIATION 833.33	DISPOSAL APPROVER 3 Sipho Banda
ASSET ORIGINAL COST 50,000.00	ASSET STATUS	TRANSFER APPROVER
ASSET CURRENT COST 50.000.00	Depreciating	

• Enter rejected on the rejection reason then click the save button.

Asset Reject Reason		List
REASON TYPE Asset Disposal Reason	ASSET NUMBER FAM035195 Radar	+ 🖸
REASON	REJECTED BY 3 Sipho Banda	+ 🖸
Rejected	REJECT DATE	
	11/10/2019	



ASSET NUMBER FAM035195 Radar REJECTED BY 3 Sipho Banda REJECT DATE 11/10/2019

• Click the FAM035195 Radar to go back to the Asset detail.

Asset Reject I Edit Back	Reaso	n Actions •		
ID 5				
DATE CREATED 11/10/2019 3:22 pm				
REASON TYPE Asset Disposal Reason				
REASON Rejected				

• To process the disposal, go to Fixed Assets > Transactions > Asset Disposal. Log a case with supply chain.

🕒 🛧 🖀 Vendors Financial Rep	orts SuiteSocial Documents	Setup Payments	Fixed A	ssets Support							
lome			Fixed Assets Overview			Viewing: Portlet date settings	 Person 	alize 👻 I	Layout 👻		
			Setup		Þ						
Reminders	Shortcuts		Lists		Þ						
527 SAWS FAM Asset Nil Book Value	Master Asset Register	Asset Register by Location and Custodian		tions		Asset Proposal		Asset Nil Book Value			
1,127 SAWS FAM Asset Not Verified						Asset Creation		Asset Balances Detail			
	Asset Register by Physical Lo New Additions			-				Asset Balances Summary GL Balances Detail	Asset Balances Summary GL Balances Detail		
Recent Records	Disposed Assets		Journal '	Types	1	Asset Depreciation	n	GL Balances Summary			
burnal #JOU129	Assets Verified		Reports		×	Asset Disposal					
FAM Asset			Searche	5	×	Asset Revaluation					
FAM035150 #35150 FAM Asset Type	FAM Depreciation	History List	Backgro	und Processing	×.	Asset Split					
Computers1				- All -		Asset Transfer					
Computers				- None -							
FAM Asset FAM035163 #35163 Fixed Asset Depreciation Entry #39	DATE this fiscal year	to date As		Air Quality Equipm Building	ent	 ASSET NUME 	BER				
Fixed Asset Depreciation Entry #17	- All -										
FAM Asset FAM035160 #35160	- None New		÷.,								
FAM Asset FAM035162 #35162	ASSET STATUS Deprec	iating									
Fixed Asset Depreciation Entry #27	< > 4−21 ▼	TOTAL: 585 VIEW	SAWS FA	M Asset Register		• q	UICK SORT	-			
Fixed Asset Depreciation Entry #18	Anna Trea	Asset Number A	Asset			Dense Charle Den		Ma Lasalan	Custodian	Ordeland C	
FAM Transaction Field Map	Asset Type	Asset Number *	Asset 1 A2910			Depr Start Dat 1/4/2019	e Asset L 60	ife Location SAWS : Gauteng : Head Office	- None -	Original C 300,000.00	
	Air Quality Equipment	FAM032395		BBLOGGER COMPLE	TE	1/4/2019	120	- None -	- None -	55.317.51	

- Enter the following fields:
 - Disposal Type e.g. Write Off.
 - Disposal Date e.g. **31/05/2019**.
 - Asset ID/Name e.g. FAM035254 Radar.

Asset Sale/Disposal Dispose Reset Import CSV									More	
Primary Information										
DISPOSAL TYPE * Write-off	▼ + 12				CUSTOMER <enter few="" first="" letters="" tab="" then=""></enter>			Ľ		
DISPOSAL DATE * 31/5/2019				SALE ITEM <enter few="" first="" lette<="" td=""><td>ers then tab></td><td></td><td>∛ [2</td><td></td><td></td></enter>	ers then tab>		∛ [2			
CONSOLIDATE LINE ITEMS ON INVOICE				SALES TAX CODE		•				
Disposal Details										
ASSET ID/NAME	COMPONENT OF	CURRENT COST	CURRENT BOOK VALUE	LAST DEPRECIATION DATE	QUANTITY	QUANTITY TO DISPOSE	SALES AMOUNT	LOCATION	STATUS	
FAM035254 New Radar		100,000.00	100,000.00	31/3/2019	1	1		SAWS : Gauteng : Irene	New	
Add X Cancel + Insert	Remove									
Dispose Reset Import CSV										



• Click the Dispose button.

Asset Sale/Disposal	CSV								More
Primary Information									
DISPOSAL TYPE * Write-off	▼ + 12			CUSTOMER <enter few="" first="" lette<="" td=""><td>ers then tab></td><td></td><td>⇒ +</td><td>2</td><td></td></enter>	ers then tab>		⇒ +	2	
DISPOSAL DATE * 31/5/2019	SAL DATE *			SALE ITEM <enter few="" first="" letters="" tab="" then=""></enter>		× 🖸	× 🖸		
CONSOLIDATE LINE ITEMS ON INVOICE				SALES TAX CODE					
Disposal Details									
ASSET ID/NAME	COMPONENT OF	CURRENT COST	CURRENT BOOK VALUE	LAST DEPRECIATION DATE	QUANTITY	QUANTITY TO DISPOSE	SALES AMOUNT	LOCATION	STATUS
FAM035254 New Radar		100,000.00	100,000.00	31/3/2019	1	1		SAWS : Gauteng : Irene	New
Add X Cancel + Insert	Remove								
Dispose Reset Import C	:sv								

• You will be redirected to the Process Status page, where you can track the status of the disposal.

FAM Proc	ess Status					
Refresh						
#	INTERNAL ID	PROCESS NAME	DATE CREATED	STATUS	PROCESS STAGE	DETAILS
1	3895	Asset Disposal	11/10/2019 3:33 PM	Completed		Details
2	3894	Reset Asset Values	11/10/2019 3:33 PM	Completed		Details
3	3893	Asset Depreciation	11/10/2019 1:01 PM	Completed		Details
4	3891	Reset Asset Values	10/10/2019 9:45 PM	Completed		Details
5	3889	Reset Asset Values	10/10/2019 9:36 PM	Completed		Details
6	3788	Asset Depreciation	2/10/2019 5:44 PM	Completed		Details
7	3787	Asset Depreciation	2/10/2019 11:49 AM	Completed		Details
8	3587	Data Migration	27/9/2019 2:09 PM	Completed		Details
9	3586	Asset Depreciation	25/9/2019 8:28 PM	Completed		Details
10	3585	Reset Asset Values	25/9/2019 8:28 PM	Completed		Details
11	3385	Reset Asset Values	21/9/2019 1:00 AM	Completed		Details

To update the disposal status:

• Go to Fixed Assets > Lists > Assets

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FAM035163 #35163	FAM Depreciation History List	Background Processing +					
Fixed Asset Depreciation Entry #39							
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FAM Asset		- None -					
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FAM Asset	DATE this fiscal year to date AS	SET TYPE Building	ASSET NUMBER				
FAM035162 #35162 Fixed Asset Depreciation Entry #27	- All -						
	- None -						
Fixed Asset Depreciation Entry #18	New						
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Fixed Asset Depreciation Entry #16							
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	Asset Type Asset Number *	Asset Name	Depr Start Date	Asset Life	Location	Custodian	Original Cost
	Land FAM000004	A291003	1/4/2019	60	SAWS : Gautena : Head Office	- None -	300.000.00
111	Air Quality Equipment FAM032395	AQ WEBBLOGGER COMPLETE	1/4/2019	120	- None -	- None -	55,317.51
Search Form	Air Quality Equipment FAM032396	RM Young Ratiation Shield	1/4/2019	120	- None -	- None -	4,397.13
FORM	Air Quality Equipment FAM032397	ECO TECH GASCAL CALLIBRATOR		120	- None -	- None -	141,366.96
SAWS FAM Asset List	Air Quality Equipment FAM032398	Rm Young Solar Radiation 70201	1/4/2019	120	- None -	- None -	15,733.53



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- Enter the following fields: Asset Type e.g. All. Asset Number e.g. FAM035254.
 - Asset Status e.g. All.

REW EDIT INTERNAL ASSET NUMBER # ASSET NAME ASSET DESCRIPTION ASSET TYPE ASSET ORIGINAL COST ASSET CURRENT COST DEPRECIATION METHOD	FAM Asset List						List	Search
ASSET TYPE ASSET STATUS DEPARTMENT ASSET STATUS ASSET VICE None - None - None - New Depreciating OI Aviation Johannesburg	VIEW SAWS Default	 Edit View 	New FAM Asset					
-All- -	FILTERS							
None - Air Quality Equipment Air Quality Equipment Air Quality Equipment ASSET NUMBER PAMO35254 Depredating OI Aviation Johannesburg OI A	ASSET TYPE			ASSET STATUS		DEPARTMENT		
Air Quality Equipment Air Quality Equipment Ar Quality Equipment Ar Quality Equipment AcSET NUMBER PAM035254 Depredating O1 Aviation Johannesburg	- All -	A		- All -		- All -		Ê
Air Quality Equipment 1 ASSET NUMBER PAM035254 STYLE Normal Style Normal Style Normal Style Normal ASSET NUMBER PAM035254 Style Normal	- None -			- None -		- None -		
	Air Quality Equipment			New		001 Aviation J	ohannesburg	
	Air Quality Equipment1			Depreciating		001 Aviation J	ohannesburg : Lanseria	•
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Click edit on the link below •

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Edit View	35254 FAM0352	254 Ne	w Radar	Radar	Radar Equipment	100,000.00	100,000.00	Straight Line

Select Donation on the Disposal Status then save the Asset. •

FAM Asset				← → L	.ist Sear	rch
FAM035254						
Save T Reset Cancel	🕂 🔹 Actions 🗸					
ASSET NUMBER *		RESIDUAL VALUE PERCENTAGE		CUSTOMER LOCATION		
FAM035254		10.0%			*	+
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New Radar		10,000.00			\sim	+
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ASSET SERIAL NUMBER		60				
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100,000.00		ASSET STATUS		TRANSFER APPROVER		
ASSET CURRENT COST		Disposed	•		~	+
100,000.00						



To review the Asset Disposal:

• Go to Fixed Assets > Lists > Assets

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FAM Asset							
FAM035163 #35163	FAM Depreciation History List	Background Processing	P.				
Fixed Asset Depreciation Entry #39							
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Fixed Asset Depreciation Entry #27	- All -	2					
Fixed Asset Depreciation Entry #18	- None -						
FAM Transaction Field Map	New	- 1					
	ASSET STATUS Depreciating	-					
Fixed Asset Depreciation Entry #16							
Journal #JOU101	4 - 21 TOTAL: 555 VIE	SAWS FAM Asset Register	🔻 QU	ICK SORT	-		
FAM Transaction Field Map							
	Asset Type Asset Number	Asset Name	Depr Start Date	Asset Life	Location	Custodian	Original Cost
	Land FAM000004	A291003	1/4/2019	60	SAWS : Gauteng : Head Office	- None -	300,000.00
County Form	Air Quality Equipment FAM032395	AQ WEBBLOGGER COMPLE		120	- None -	- None -	55,317.51
Search Form	Air Quality Equipment FAM032396	RM Young Ratiation Shield	1/4/2019	120	- None -	- None -	4,397.13
FORM	Air Quality Equipment FAM032397 Air Quality Equipment FAM032398	ECO TECH GASCAL CALLIBR		120	-None -	- None -	141,366.96
SAWS FAM Asset List	Air Quality Equipment FAM032398	Rm Young Solar Radiation 7	0201 1/4/2019	120	- None -	- None -	15.733.53

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- Enter the following fields:
 Asset Type e.g. All.
 Asset Number e.g. FAM035254.
 Asset Status e.g. All.

FAM Asset List						Li	t Search
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ASSET TYPE			ASSET STATUS		DEPART	MENT	
- All -					- All -		î.
- None -			- None -		- None		
Air Quality Equipment			New		001 Avi	ation Johannesburg	
Air Quality Equipment1	ASSET NUMBER FAM035254		Depreciating		001 Avi	ation Johannesburg : Lanseria	-
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Edit View 35254 FAM035254	New Radar	Radar	Radar Equipment	100,000.00	100,00	0.00 Straight Line	



• Click View then Asset Sale/Disposal

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ASSET DESCRIPTION					PRECIATION METHO raight Line	D		DISPOSAL ST. Donation	4105		
New Radar				10	0,000.00						
AM035254 ISSET NAME					SIDUAL VALUE			COMPONENT			

• Click the Depreciation History tab then view.

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	-	ATION START DATE		DEPRECIATION		ASSET ST/	-	VIEW &	Lense	Depreciation history
Yes	1/4/2019			31/3/2024		Disposed		View		

• Click the **Fixed Asset Disposal Entry #5** to review the disposal journal entry.

Deprec	iation History					Mor
ASSET FAM035254		GL POSTING Yes				
METHOD Accounting M	Method	SCHEDULE	▼ + 12			
Depreciat	tion History •					
EDIT	TRANSACTION TYPE	DATE	TRANSACTION AMOUNT	NET BOOK VALUE	QUANTITY POSTING REFERENCE A	
Edit	Depreciation	31/5/2019	0.00	100,000.00	1 Fixed Asset Disposal Entry #5	
Edit	Disposal	31/5/2019	100,000.00	0.00	1 Fixed Asset Disposal Entry #5	
Edit	Acquisition	1/4/2019	100.000.00	100.000.00	1	

• Review the journal entry then click the home button.

	Fixe	ed Asset D	isposal I	Entry 🤉	2						~	→ List	search
5	PEND	ING APPROVAL											
Ð	Ð	 Actions • 											
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11	450 Cos	st - Radar Equipme	int			100,000.00	Asset Write-off FAM0352	54 New Radar		1 Air Quality Information	SAWS : G	iauteng : I	rene

• The Fixed Asset Disposal Entry will be approved by changing the approval status to approved.



2.4 Asset Split

The Fixed Assets Management SuiteApp enables you to split assets that are not yet fully depreciated, have not been disposed of, or are not defined as inactive on the asset record. The quantity field on the Maintenance subtab of the asset record tracks the number of individual elements that form the asset. Asset split enables a specified quantity to be separated from the original asset and create a new asset. When splitting assets, new values must be provided for the cost and depreciation fields. Asset depreciation will continue to work on each asset as a whole. If different depreciation rules need to be applied to some of the quantity, then that quantity must be split to create a separate asset. Likewise, if some of the asset quantity will be transferred to a different class, department, location or subsidiary, the asset quantity must first be split to a separate asset and then moved. It is not possible to combine assets (for example, reverse the process of splitting an asset).

To split an asset:

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	Assets Verified		Report	s	×	Asset Disposal		Ge burnices Summary		
Journal #JOU130			Search	05		Asset Revaluation				
FAM Asset FAM035151 #35151										
burnal #jOU129	FAM Depreciation H	istory List	Backgr	ound Processing	1	Asset Split				
FAM Asset FAM035150 #35150				- All -		Asset Transfer				
FAM Asset Type				- None -						
Computers1 FAM Asset Type	DATE this fiscal year to	date	SSET TYPE	Air Quality Equipm Building	ent	- ASSET NUMBER				
Computers										
FAM Asset FAM035163 #35163	- All -		- Î							
Fixed Asset Depreciation Entry #39	New		-11							
Fixed Asset Depreciation Entry #17	ASSET STATUS Depreciat	ing								
FAM Asset FAM035160 #35160	< > 4−21 ▼	TOTAL: 585 VIEW	SAWS F	AM Asset Register			SORT	-		
FAM Asset						4010				
FAM035162 #35162 Fixed Asset Depreciation Entry #27	Asset Type	Asset Number +	Asse	t Name		Depr Start Date	Asset Life	Location	Custodian	Original Cost
	Land	FAM000004	A291			1/4/2019	60	SAWS : Gauteng : Head Office	- None -	300,000.00
	Air Quality Equipment	FAM032395		EBBLOGGER COMPLE	TE	1/4/2019	120	- None -	- None -	55,317.51
	Air Quality Equipment	FAM032396		oung Ratiation Shield		1/4/2019	120	- None -	- None -	4,397.13

• Go to Fixed Assets > Transactions > Asset Split.

- In the Asset ID/Name field, enter FAM035165
- Enter the Split Quantity e.g. **1** in the field provided. Details of the new and old asset values are available on the Split Details subtab. New asset values are calculated based on the split quantity. These values can be edited. Take note of the following conditions when modifying the split details:
 - Split quantity must not be zero.
 - The net book value must not be greater that the current cost for both the old and new assets.



- The sum of the net book value and depreciation to date must equal the current cost.
- The last depreciation amount must not be greater than the depreciation to date.
- The residual value must not be greater than the current cost and net book value for both old and new assets.

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- Click Split to create a new split asset and update the original asset.
- You will be redirected to the Process Status page, where you can track the status of the asset split. On the Process Status page, the following processes will be queued for asset split. You can click the Details link on any process to view the process stage details.
- Once the asset split, go to the asset and review or update details.

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2.5 Asset Transfer

The Fixed Assets Management SuiteApp enables you to transfer simple and compound assets across asset types, subsidiaries, classes, departments, or locations. For asset transfers across subsidiaries, records of valid asset transfer accounts are required. For more information, see Asset Transfer Accounts. Starting with Fixed Assets Management version 4.0, Asset Transfers are processed in the Asset Transfer page. You will not be able to transfer the Asset Type at the same time as the Subsidiary, Department, Class, or Location. The Subsidiary, Department, Class, Location, and Asset Type fields on the Asset Record are greyed out even if the Allow Asset Value Editing preference is enabled.

To process an asset transfer by changing the asset type:

 To request approval for Asset Transfer, Click the Request Transfer button FAM Asset

FAM035190 Edit Back	Reques	t Transfer	Request Di	sposal	🛛 🗗 🔹 Actic	ins 🔻			
ASSET NUMBER FAM035190				RESIDUAL V 0.0%	ALUE PERCENTAGE			CUSTOMER LOCATIO	л
ASSET NAME New Radar				RESIDUAL V/ 0.00	ALUE			COMPONENT OF	
ASSET DESCRIPTION				DEPRECIATIO Straight Lin				DISPOSAL STATUS	
Radar S- BAND				ASSET LIFETI 60	ME			VERIFICATION DATE	
R800010 PARENT ASSET				DEPRECIATIO	DN PERIOD			VERIFICATION STAT	JS
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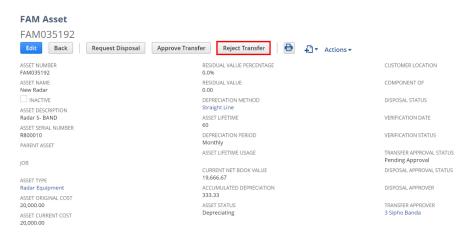
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 The Asset Transfer request is pending approval form the cost center manager. To approve the request, click the Approve Transfer button.
 FAM Asset

FAM035190		
Edit Back Approve Transfer Reject Transf	fer Request Disposal 🕒 🗗 🛪 Actions 🕶	
ASSET NUMBER FAM035190	RESIDUAL VALUE PERCENTAGE 0.0%	CUSTOMER LOCATION
ASSET NAME New Radar	RESIDUAL VALUE 0.00	COMPONENT OF
INACTIVE	DEPRECIATION METHOD	DISPOSAL STATUS
ASSET DESCRIPTION Radar S- BAND	Straight Line ASSET LIFETIME	VERIFICATION DATE
ASSET SERIAL NUMBER R800010	60 DEPRECIATION PERIOD	VERIFICATION STATUS
PARENT ASSET	Monthly ASSET LIFETIME USAGE	TRANSFER APPROVAL STATUS
JOB	CURRENT NET BOOK VALUE	Pending Approval DISPOSAL APPROVAL STATUS
ASSET TYPE Radar Equipment	19,666.67 ACCUMULATED DEPRECIATION	DISPOSAL APPROVER
ASSET ORIGINAL COST 20.000.00	333.33 ASSET STATUS	TRANSFER APPROVER
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ASSET NUMBER		CUSTOMER LOCATION
FAM035190	0.0%	COSTOMER EDUCTION
ASSET NAME New Radar	RESIDUAL VALUE 0.00	COMPONENT OF
	DEPRECIATION METHOD Straight Line	DISPOSAL STATUS
ASSET DESCRIPTION Radar S- BAND	ASSET LIFETIME 60	VERIFICATION DATE
ASSET SERIAL NUMBER R800010	DEPRECIATION PERIOD	VERIFICATION STATUS
PARENT ASSET	Monthly ASSET LIFETIME USAGE	TRANSFER APPROVAL STATUS
JOB	CURRENT NET BOOK VALUE	Approved DISPOSAL APPROVAL STATUS
ASSET TYPE Radar Equipment	19,666.67 ACCUMULATED DEPRECIATION	
		DISPOSAL APPROVER
ASSET ORIGINAL COST 20,000.00	333.33 ASSET STATUS	DISPOSAL APPROVER

• To reject a transfer request, click the reject transfer.



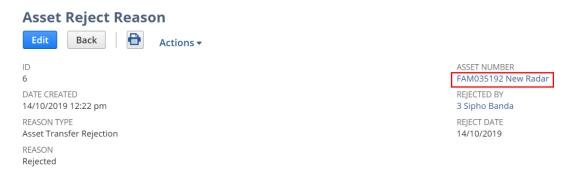
•



• Enter the reason e.g. Rejected then click the save button.

Cancel Reset		List
	ASSET NUMBER FAM035192 New Radar	> + ☑
	REJECTED BY 3 Sipho Banda	≈ + 🖸
	REJECT DATE 14/10/2019	

• Click the FAM035192 New Radar link to go back to the asset.



• The transfer request has been rejected.

Edit Back Request Disposa	Resubmit For Approval 🕒 📲 🔹 Actions 🗸	
ASSET NUMBER FAM035192	RESIDUAL VALUE PERCENTAGE 0.0%	CUSTOMER LOCATION
ASSET NAME New Radar	RESIDUAL VALUE 0.00	COMPONENT OF
ASSET DESCRIPTION	DEPRECIATION METHOD Straight Line	DISPOSAL STATUS
Radar S- BAND	ASSET LIFETIME	VERIFICATION DATE
ASSET SERIAL NUMBER R800010	60 DEPRECIATION PERIOD Monthly	VERIFICATION STATUS
PARENT ASSET	ASSET LIFETIME USAGE	TRANSFER APPROVAL STATU Rejected
ASSET TYPE	CURRENT NET BOOK VALUE 19,666.67	DISPOSAL APPROVAL STATU
Radar Equipment	ACCUMULATED DEPRECIATION 333.33	DISPOSAL APPROVER
ASSET ORIGINAL COST 20,000.00	ASSET STATUS	TRANSFER APPROVER
ASSET CURRENT COST 20.000.00	Depreciating	3 Sipho Banda



527 SAWS FAM Asset NI Book Value 1,127 SAWS FAM Asset Not Verified Recent Records FAM Asset FAM	Shortcuts Master Asset Register Asset Register by Location a New Additions Dioposed Assets Assets Venfied	ocation and Custo	Journal Types Reports Searches Background Processing		Asset Proposal Asset Creation Asset Depreciation Asset Disposal Asset Revaluation Asset Split		Viewing: Portlet date settings Asset Nil Book Value Asset Balances Detail Asset Balances Detail GL Balances Summary GL Balances Summary		alize 👻 Layo
Reminders 527 SAWS FAM Asset Nil Book Value 527 SAWS FAM Asset Not Verified Accent Records FAM Asset FAM	Master Asset Register Asset Register by Location a Asset Register by Physical Le New Additions Disposed Assets Assets Verified	ocation and Custo	Lists Transactions Leases Journal Types Reports Searches Background Processing		Asset Proposal Asset Creation Asset Depreciation Asset Disposal Asset Revaluation		Asset Balances Detail Asset Balances Summary GL Balances Detail		
Reminders 5 527 SAWS FAM Asset Nil Book Value 1 1,127 SAWS FAM Asset Not Verified 7 Recent Records 7 FAM Asset FAM Asset Salo 7 FAM Asset Fam Asset Fam Asset Salo 7 FAM Asset Fam Asset F	Master Asset Register Asset Register by Location a Asset Register by Physical Le New Additions Disposed Assets Assets Verified	ocation and Custo	Transactions Leases Journal Types Reports Searches Background Processing		Asset Proposal Asset Creation Asset Depreciation Asset Disposal Asset Revaluation		Asset Balances Detail Asset Balances Summary GL Balances Detail		
1,127 SAWS FAM Asset Not Verified FAM Asset F	Asset Register by Location a Asset Register by Physical Li New Additions Disposed Assets Assets Verified	ocation and Custo	Leases Journal Types Reports Searches Background Processing	A A	Asset Creation Asset Depreciation Asset Disposal Asset Revaluation		Asset Balances Detail Asset Balances Summary GL Balances Detail		
FAM FAM FAM FAM FAMO3106 63106 FAMO3106 53106 FAMO31513 FAMO31514 FAMO31514 53151 FAMO31514 53151 FAMO31514 53151 FAMO31514 53150 Journal #JOU130 FAMO31514 FAMO31514 53150 FAMO35154 53150 FAMO35154 <td< td=""><td>Asset Register by Physical Le New Additions Disposed Assets Assets Verified</td><td>ocation and Custo</td><td>Journal Types Reports Searches Background Processing</td><td>A A</td><td>Asset Creation Asset Depreciation Asset Disposal Asset Revaluation</td><td></td><td>Asset Balances Summary GL Balances Detail</td><td></td><td></td></td<>	Asset Register by Physical Le New Additions Disposed Assets Assets Verified	ocation and Custo	Journal Types Reports Searches Background Processing	A A	Asset Creation Asset Depreciation Asset Disposal Asset Revaluation		Asset Balances Summary GL Balances Detail		
FM Asst F FAM Asst F FAM Asst F FAMASIS F FAMASIS F FAMOSIS F Source F Source F FAMOSIS F Source F FAMASIS F F F	New Additions Disposed Assets Assets Verified		Journal Types Reports Searches Background Processing	A A	Asset Depreciation Asset Disposal Asset Revaluation		GL Balances Detail		
Recent Records 74 FAM Asset 74 FAMO3516 64 33166 744 FAMO3515 135151 FAMO35154 433154 FAMO35154 433154 Journal IJDU130 Journal IJDU120 FAMO35154 53150 FAMO35154 535150 FAMO35154 53154 Journal IJDU120 FAMO35154 53150 FAMO35154 53150 FAMO35154 53150 FAMO35154 540 53150 FAMO35154 540 55150 FAMO35154 540 53150 FAMO35154 540 55150 FAMO35154 540 54150 FAMO35154 540 54150	Disposed Assets Assets Verified	story List	Reports Searches Background Processing	ŀ	Asset Disposal Asset Revaluation				
AM Asset AAA03106 #3160 AVA Asset AAA03106 #3150 AAA040 A	Assets Verified	story List	Searches Background Processing		Asset Revaluation		GL Balances Summary		
FAM Asset FAMO35160 435160 FAMO35161 435151 FAMO35151 435151 FAMO35154 435154 journal igDU120 FAMO35154 435154 FAMO35154 435154 FAMO35159 435150 FAMO35159 435150 FAMO35159 435150 FAMO35159 435150 FAMO35159 435150		story List	Searches Background Processing		Asset Revaluation				
FAM Asset FAMO3515 128151 FAMO35154 283154 Journal J2/0U130 Journal J2/0U130 FAM Asset FAMO35150 283150 FAM Asset Type Computers1	FAM Depreciation Hist	story List	Background Processing	- h - h					
FAM03151 F 35151 FM Asset FAM035154 835 54 journal ig/001300 journal ig/001300 FAM035150 83550 FAM035150 83550 FAM035150 FAM535150 FAM035150 FAM535150	FAM Depreciation Hist	story List		Þ	Asset Split				
FAM Assist FAMO3154 #32154 journal #JOU130 journal #JOU129 FAM Assist FAMO3150 #3150 FAM Assist Type Computers1	FAM Depreciation His	story List		P	Asset Split				
journal #jOU130 journal #jOU139 FAM Asset FAM 035150 #35150 FAM Asset Type Computers1									
Journal #JOU129 FMM Asset FAM035150 #35150 FAM Asset Type Computers1			- All -		Asset Transfer				
FAM Asset FAM035150 #35150 FAM Asset Type Computers1			- None -						
FAM035150 #35150 FAM Asset Type Computers1	DATE this fiscal year to d	4.444	Air Quality Equip Building	nent	 ASSET NUMBER 				
Computers1	this fiscal year to u	date As	SET TYPE Building		 ASSET NUMBER 				
	- All -		*						
	- None -								
Computers	ASSET STATUS	10							
FAM Asset	ASSET STATUS	-0	•						
FAM035163 #35163 Fixed Asset Depreciation Entry #39	4 − 21 ▼ T	TOTAL: 585 VIEW	SAWS FAM Asset Register		QUICI	K SORT	-		
Fixed Asset Depreciation Entry #17									
FAM Asset	Asset Type	Asset Number *	Asset Name		Depr Start Date	Asset Life	Location	Custodian	Original Cost
FAM035160 #35160		FAM000004 FAM032395	A291003 AO WEBBLOGGER COMP	FTF	1/4/2019	60 120	SAWS : Gauteng : Head Office	- None -	300,000.00 55.317.51
	Air Quality Equipment	FAM032396				120		- None -	4.397.13

• Go to Fixed Assets > Transactions > Asset Transfer.

- On the Asset Transfer page, select an Asset ID or Name from the list. Enter **FAM035190 New Radar**.
- On the Transfer Date field, enter **30/09/2019**.
- Select the new Asset Type for the asset e.g. Air Quality Equipment.

Process Transfer	Refresh Import CSV		
ASSET ID/NAME * FAM035190 New Radar	× + ⊠	ASSET TYPE Radar Equipment	ASSET STATUS Depreciating
TRANSFER DATE *		ORIGINAL COST 20,000.0	DEPARTMENT Johannesburg
30/9/2019 ASSET DESCRIPTION		CURRENT BOOK VALUE 19,666.67	LOCATION SAWS : Cape Town
Radar S- BAND ASSET SERIAL NUMBER		ASSET LIFETIME 60	CURRENCY
R800010 ALTERNATE ASSET NUMBER		LAST DEPRECIATION DATE 31/8/2019	
ALTERIORTE ASSET NOWIDER			
DEPARTMENT		ASSET TYPE *	
Johannesburg	▼ 2	Air Quality Equipment 🔹 🕂 🖸	
SAWS : Cape Town	▼ 2		
Process Transfer	Refresh Import CSV		

• Click Process Transfer button.

ASSET ID/NAME * FAM035190 New Radar	× + ⊠	ASSET TYPE Radar Equipment	ASSET STATUS Depreciating
FRANSFER DATE *		ORIGINAL COST 20.000.0	DEPARTMENT Johannesburg
30/9/2019 ASSET DESCRIPTION		CURRENT BOOK VALUE 19,666.67	LOCATION SAWS : Cape T
Radar S- BAND		ASSET LIFETIME	CURRENCY
ASSET SERIAL NUMBER R800010		60	
ALTERNATE ASSET NUMBER		LAST DEPRECIATION DATE 31/8/2019	
DEPARTMENT		ASSET TYPE *	
Johannesburg	▼ 2 ²	Air Quality Equipment 🔹 🕂	2
LOCATION			
	▼ 12		



- When you transfer an asset, a catch-up depreciation will be computed to ensure that depreciation is up-to-date.
- You will be redirected to the Process Status page, where you can track the status of the asset transfer. On the Process Status page, the following processes will be queued for asset transfer. You can click the Details link on any process to view the process stage details.
- Once the transfer process is completed, you can review the asset details and journal entries that are generated on the depreciation history.

FAM Pro	ocess Status						
Refresh							
#	INTERNAL ID	PROCESS NAME	DATE CREATED	STATUS	PROCESS STAGE	DETAILS	ERRORS
1	4097	Asset Transfer	14/10/2019 1:27 PM	Completed		Details	
2	4096	Reset Asset Values	14/10/2019 1:27 PM	Completed		Details	
3	3896	Reset Asset Values	12/10/2019 1:00 AM	Completed		Details	
4	3895	Asset Disposal	11/10/2019 3:33 PM	Completed		Details	
5	3894	Reset Asset Values	11/10/2019 3:33 PM	Completed		Details	
6	3893	Asset Depreciation	11/10/2019 1:01 PM	Completed		Details	
7	3891	Reset Asset Values	10/10/2019 9:45 PM	Completed		Details	

• The asset has been transferred from Radar Equipment to Air Quality Equipment.

Landing		
FAM Asset		
FAM035190		
Edit Back	Request Confirmation Request Disposal	tions •
ASSET NUMBER FAM035190	RESIDUAL VALUE PERCENTAGE 0.0%	CUSTOMER LOCATION
ASSET NAME New Radar	RESIDUAL VALUE 0.00	COMPONENT OF
ASSET DESCRIPTION	DEPRECIATION METHOD Straight Line	DISPOSAL STATUS
Radar S- BAND	ASSET LIFETIME	VERIFICATION DATE
ASSET SERIAL NUMBER R800010	DEPRECIATION PERIOD	VERIFICATION STATUS
PARENT ASSET	Monthly ASSET LIFETIME USAGE	TRANSFER APPROVAL STATUS
JOB	CURRENT NET BOOK VALUE	Approved DISPOSAL APPROVAL STATUS
ASSET TYPE	19,666.67	
Air Quality Equipment	ACCUMULATED DEPRECIATION 333.33	DISPOSAL APPROVER
20,000.00	ASSET STATUS	TRANSFER APPROVER
ASSET CURRENT COST 20,000.00	Depreciating	3 Sipho Banda

• Click depreciation history then view on the asset details to view depreciation details.

			RECIATION METHOD	0		DISPOSAL	STATUS				
			aight Line ET LIFETIME				0110175				
		120				VERIFICAT	ION DATE				
			PRECIATION PERIOD nthly			VERIFICATION STATUS					
	ASSET LIFETIME USAGE					TRANSFER	APPROVAL STATUS	APPROVAL STATUS			
	CURRENT NET BOOK VALUE 19,666.67			LUE		DISPOSAL	APPROVAL STATUS				
	ACCUMULATED DEPRECIATION 333,33			IATION		DISPOSAL	DISPOSAL APPROVER				
	ASSET STATUS Depreciating			TRANSFER APPROVER 3 Sipho Banda							
General	Accounts	Insurance	<u>M</u> aintenance	Components	Tax Methods	A <u>s</u> set Sale/Disposa	Ass <u>e</u> t Usage	S <u>u</u> b-Assets	Inc <u>o</u> me/Expense	Lease	Depreciation History
GL POST	ING	DEPRECI	ATION START DATE		DEPRECIATION	END DATE	ASSET ST.	ATUS	VIEW A		
Yes		1/8/2019			31/7/2029		Depreciat	ing	View		



• The asset transfer entry has been created. Click the Fixed Asset Transfer Entry #3.

ASSET FAMO35190 METHOD Accounting Method Accounting Method Accounting Method Accounting Method Depreciation GL POSTING Yes SCHEDULE INFORMATION TYPE Depreciation Edit TRANSACTION TYPE DATE NET BOOK VALUE QUANTITY POSTING REFERENCE 4 Edit Transfer 30/9/2019 20.000.00 0.00 1 Fixed Asset Transfer Entry #3 Edit Depreciation 30/9/2019 333.33 0.00 1 Fixed Asset Transfer Entry #3 Edit Depreciation 30/9/2019 20.000.00 20.000.00 1 Fixed Asset Transfer Entry #3 Edit Depreciation 30/9/2019 333.33 19.66.67 1 Fixed Asset Transfer Entry #3 Edit Depreciation 31/9/2019 333.33 19.66.67 1 Fixed Asset Transfer Entry #141 Edit Acquisition 11/9/2019 20.000.00 20.000.00 1	Deprec	iation History					More
EDITTRANSACTION TYPEDATETRANSACTION AMOUNTNET BOOK VALUEQUANITYPOSTING REFERENCE AEditTransfer30/9/201920,000.000.001Fixed Asset Transfer Entry #3EditDepreciation30/9/2019-333.330.001Fixed Asset Transfer Entry #3EditAcquisition30/9/201920,000.0020,000.001Fixed Asset Transfer Entry #3EditDepreciation30/9/2019333.3319,666.671Fixed Asset Transfer Entry #3EditDepreciation31/8/2019333.3319,666.671Fixed Asset Depreciation Entry #141	FAM035190 METHOD		Yes	▼ + 2			
Edit Transfer 30/9/2019 20,000.00 0.00 1 Fixed Asset Transfer Entry #3 Edit Depreciation 30/9/2019 -333.33 0.00 1 Fixed Asset Transfer Entry #3 Edit Acquisition 30/9/2019 20,000.00 20,000.00 1 Fixed Asset Transfer Entry #3 Edit Depreciation 30/9/2019 333.33 19,666.67 1 Fixed Asset Transfer Entry #3 Edit Depreciation 31/8/2019 333.33 19,666.67 1 Fixed Asset Depreciation Entry #141	<u>D</u> epreciat	tion History •					
Edit Depreciation 30/9/2019 .333.33 0.00 1 Fixed Asset Transfer Entry #3 Edit Acquisition 30/9/2019 20,000.00 20,000.00 1 Fixed Asset Transfer Entry #3 Edit Depreciation 30/9/2019 333.33 19,666.67 1 Fixed Asset Transfer Entry #3 Edit Depreciation 31/8/2019 333.33 19,666.67 1 Fixed Asset Depreciation Entry #141	EDIT	TRANSACTION TYPE	DATE	TRANSACTION AMOUNT	NET BOOK VALUE	QUANTITY POSTING REFERENCE A	
Edit Acquisition 30/9/2019 20,000.00 20,000.00 1 Fixed Asset Transfer Entry #3 Edit Depreciation 30/9/2019 333.33 19,666.67 1 Fixed Asset Transfer Entry #3 Edit Depreciation 31/8/2019 333.33 19,666.67 1 Fixed Asset Depreciation Entry #141	Edit	Transfer	30/9/2019	20,000.00	0.00	1 Fixed Asset Transfer Entry #3	
Edit Depreciation 30/9/2019 333.33 19,666.67 1 Fixed Asset Transfer Entry #3 Edit Depreciation 31/8/2019 333.33 19,666.67 1 Fixed Asset Depreciation Entry #141	Edit	Depreciation	30/9/2019	-333.33	0.00	1 Fixed Asset Transfer Entry #3	
Edit Depreciation 31/8/2019 333.33 19,666.67 1 Fixed Asset Depreciation Entry #141	Edit	Acquisition	30/9/2019	20,000.00	20,000.00	1 Fixed Asset Transfer Entry #3	
	Edit	Depreciation	30/9/2019	333.33	19,666.67	1 Fixed Asset Transfer Entry #3	
Edit Acquisition 1/8/2019 20,000.00 20,000.00 1	Edit	Depreciation	31/8/2019	333.33	19,666.67	1 Fixed Asset Depreciation Entry #141	
	Edit	Acquisition	1/8/2019	20,000.00	20,000.00	1	

• The transfer entry is pending approval.

👆 Fixed Asset Transfer I	intry 🤉					← → List Sea	arch
PENDING APPROVAL							
Edit Back 🗎 🔂 🖓 - Ac	tions •						
rimary Information							
NTRY NO.			POSTING PERIOD				
URRENCY iouth African Rand			MEMO FAM035190				
XCHANGE RATE .00			STATUS Pending Approval				
DATE 10/9/2019							
VERSAL DATE			REVERSAL NUMBER				
Lines Communication System Inf	ormation C <u>u</u> stom	<u>E</u> FT <u>G</u> L Impact					
ACCOUNT	DEBIT	CREDIT MEMO		NAME	DEPARTMENT	LOCATION	
11450 Cost - Radar Equipment		20,000.00 Asset Transfer Out	(FAM)		Johannesburg	SAWS : Cape Town	÷
12450 Acc Dep - Radar Equipment	333.33	Asset Transfer Out	(FAM)		Johannesburg	SAWS : Cape Town	
11350 Cost - Air Quality Equipment	20,000.00	Asset Transfer In (F/	AM)		Johannesburg	SAWS : Cape Town	
12600 Acc Dep - Comp Equipment		333.33 Asset Transfer In (Fr	63.0		Johannesburg	SAWS : Cape Town	

To process an asset transfer by changing the department, location and custodian:

• Go to Fixed Assets > Transactions > Asset Transfer.

ORACLE NETSUITE SANDBOX	Search	Q, 🎝	P Ielp 🗖	Feedback	 3 Sipho Banda SOUTH AFRICAN WEATHER SERVICE 	SAWS Fixed Assets	Management
🕹 ★ 쓥 Vendors Financial Reports Sui	teSocial Documents Setup Payments	Fixed Assets Support					
lome		Fixed Assets Overview			Viewing: Portlet date settings 👻	Personalia	te 👻 Layout
Reminders	Shortcuts	Setup >					
527 SAWS FAM Asset NII Book Value 1,127 SAWS FAM Asset Not Verified	Master Asset Register Asset Register by Location and Custodian Asset Register by Physical Location and Custo	Lansar a	Asset Proposal Asset Creation		Asset Nil Book Value Asset Balances Detail Asset Balances Summary		
Recent Records	New Additions Disposed Assets Assets Verified	Reports > /	Asset Depreciation Asset Disposal Asset Revaluation		GL Balances Detail GL Balances Summary		
FAM Asset FAM Asset FAM Asset FAM Asset Jamma 14 (2013)	FAM Depreciation History List	Background Processing > /	Asset Split Asset Transfer				
journal #JOU129 FAM Asset FAM035150 #35150 FAM Asset Type Computers1	- All -	- None - Air Quality Equipment Building	 ASSET NUMBER 				
FAM Asset Type Computers FAM Asset FAM Asset FAM Asset FAM Asset FAM 03163 # 335163 Fixed Asset Depreciation Entry #39	ASSET STATUS Depreciating	• SAWS FAM Asset Register	▼ QUR	CK SORT	Ŧ		
Fixed Asset Depreciation Entry #17	Asset Type Asset Number A Land FAM000004 Air Quality Equipment FAM032395 Air Quality Equipment FAM032396	Asset Name A291003 AQ WEBBLOGGER COMPLETE RM Young Ratiation Shield	Depr Start Date 1/4/2019 1/4/2019 1/4/2019	Asset Life 60 120 120	Location SAWS : Gauteng : Head Office - None - - None -	- None - - None - - None -	Original Cost 300,000.00 55,317.51 4,397.13



- On the Asset Transfer page, select an Asset ID or Name from the list. Enter **FAM035190 New Radar**.
- On the Transfer Date field, enter **30/09/2019**.
- Enter the following:
 - Department e.g. Air Quality Information.
 - Location e.g. SAWS : Gauteng : Head Office.

Asset Transfer Process Transfer Refresh Import CSV		
ASSET ID/NAME * FAM035190 New Radar TRANSFER DATE * 30/9/2019 ASSET DESCRIPTION Radar S- BAND ASSET SERIAL NUMBER R800010 ALTERNATE ASSET NUMBER	ASSET TYPE Air Quality Equipment ORIGINAL COST 20,000.0 CURRENT BOOK VALUE 19,666.67 ASSET LIFETIME 120 LAST DEPRECIATION DATE 31/8/2019	ASSET STATUS Depreciating DEPARTMENT Johannesburg LOCATION SAWS : Cape Towr CURRENCY
DEPARTMENT 1 Air Quality Information LOCATION SAWS : Gauteng : Head Office Process Transfer Refresh Import CSV	ASSET TYPE * Air Quality Equipment 🔹 🕇 🔀	

• Click Process Transfer.

Process Transfer Refresh	Import CSV			
ASSET ID/NAME *	N 1 53	ASSET TYPE Air Quality Equipment		ASSET STATUS Depreciating
FAM035190 New Radar TRANSFER DATE *	≥ + 🖸	ORIGINAL COST 20.000.0		DEPARTMENT Johannesburg
30/9/2019 ASSET DESCRIPTION		CURRENT BOOK VALUE 19,666.67		LOCATION SAWS : Cape Tow
Radar S- BAND		ASSET LIFETIME		CURRENCY
ASSET SERIAL NUMBER RB00010		120 LAST DEPRECIATION DATE		
ALTERNATE ASSET NUMBER		31/8/2019		
DEPARTMENT		ASSET TYPE *		
1 Air Quality Information	▼ 12	Air Quality Equipment	▼ + 12	
LOCATION				
SAWS : Gauteng : Head Office	▼ 12			

Once the transfer process is completed, Go to Fixed Assets > Lists > Assets.



FAM Process Status

Refresh						
#	INTERNAL ID	PROCESS NAME	DATE CREATED	STATUS	PROCESS STAGE	DETAILS
1	4099	Asset Transfer	14/10/2019 1:54 PM	Completed		Details
2	4098	Reset Asset Values	14/10/2019 1:54 PM	Completed		Details
3	4097	Asset Transfer	14/10/2019 1:27 PM	Completed		Details
4	4096	Reset Asset Values	14/10/2019 1:27 PM	Completed		Details
5	3896	Reset Asset Values	12/10/2019 1:00 AM	Completed		Details

- Click Edit then General tab and change the following:
 - Custodian e.g. Sipho Banda.
 - Click the save button.

DEPARTMENT *		DEPRECIATION START DATE *		PURCHASE ORDER	
1 Air Quality Information	▼ 2	1/8/2019			×
CLASS		DEPRECIATION END DATE		PARENT TRANSACTION	
	▼ 2	31/7/2029			×
LOCATION		TARGET DEPRECIATION DATE		PARENT TRANSACTION LINE	
SAWS : Gauteng : Head Office	▼ 2	1/1/1980			
SUBSIDIARY		DEPRECIATION ACTIVE		FINANCIAL YEAR START	
	▼ 2	True	•	April	-
URRENCY		DEPRECIATION RULES		ANNUAL METHOD ENTRY	
		Acquisition	-	Fiscal Year	-
USTODIAN	_	REVISION RULES		LAST DEPRECIATION PERIOD	
3 Sipho Banda	¥ + ⊠	Current Period	•	1	
HYSICAL LOCATION		MANUFACTURER		LAST DEPRECIATION AMOUNT	
cape town internation aiport				333.33	
INCLUDE IN REPORTS		DATE OF MANUFACTURE		LAST DEPRECIATION DATE	
URCHASE DATE				31/8/2019	
		SUPPLIER		PRIOR YEAR NBV	

• Click the request confirmation. The new custodian will receive an email notification to confirm the transfer.

FAM Asset									← →	List
FAM035190										
Edit Back Requ	uest Confirmation	Request Dispos	ial 🔒 🔒	Actions •						
ASSET NUMBER FAM035190		RESI 0.0%	DUAL VALUE PERCEN	TAGE		CUSTOMER L	OCATION			
ASSET NAME New Radar		RESI 0.00	DUAL VALUE			COMPONENT	r of			
INACTIVE ASSET DESCRIPTION			RECIATION METHOD			DISPOSAL ST	ATUS			
Radar S- BAND			TLIFETIME			VERIFICATION	N DATE			
ASSET SERIAL NUMBER R800010			RECIATION PERIOD			VERIFICATIO	N STATUS			
PARENT ASSET		Mon								
DB		ASSE	T LIFETIME USAGE			Approved	PROVAL STATUS			
ASSET TYPE			RENT NET BOOK VAL 66.67	JE		DISPOSAL AP	PROVAL STATUS			
Air Quality Equipment			JMULATED DEPRECIA	TION		DISPOSAL AP	PROVER			
ASSET ORIGINAL COST 20.000.00		333.	33 TI STATUS			TRANSFER A	ADDOVED			
ASSET CURRENT COST			reciating			3 Sipho Ban				
0,000.00										
<u>N</u> otes <u>Files</u> <u>W</u> orkflow	General Acco	ounts <u>i</u> nsurance	<u>M</u> aintenance	<u>C</u> omponents	Tax Methods	Asset Sale/Disposal	Ass <u>e</u> t Usage	Sub-Assets	Income	e/Expe
DEPARTMENT		DEP	RECIATION START D	TE		PURCHASE OF	RDER			

- The new custodian will receive an email notification to confirm the transfer.
- To confirm the transfer, click the Confirm button.



FAM035190							
Edit Back Confirm	Not Confirmed Requ	est Disposal	🖻 📲 Ad	tions 🕶			
ASSET NUMBER FAM035190		SIDUAL VALUE PERCEN 0%	TAGE		CUSTOMER I	OCATION	
ASSET NAME New Radar		ESIDUAL VALUE			COMPONEN	r of	
INACTIVE ASSET DESCRIPTION		EPRECIATION METHOD raight Line			DISPOSAL ST	ATUS	
Radar S- BAND ASSET SERIAL NUMBER		SSET LIFETIME			VERIFICATIO	N DATE	
R800010 PARENT ASSET		EPRECIATION PERIOD onthly			VERIFICATIO	N STATUS	
ЮВ	A	SSET LIFETIME USAGE			TRANSFER A Pending Co	PROVAL STATUS	
ASSET TYPE		JRRENT NET BOOK VALU 9,666.67	JE		DISPOSAL AF	PROVAL STATUS	
Air Quality Equipment		CUMULATED DEPRECIA 33.33	TION		DISPOSAL AF	PROVER	
20,000.00 ASSET CURRENT COST		SET STATUS epreciating			TRANSFER A 3 Sipho Ban		
20,000.00							

• The transfer has been confirmed.

FAM035190				
Edit Back	Request Disposal 🔒	Ð,	Actions -	
ASSET NUMBER FAM035190			RESIDUAL VALUE PERCENTAGE 0.0%	CUSTOMER LOCATION
ASSET NAME New Radar			RESIDUAL VALUE 0.00	COMPONENT OF
ASSET DESCRIPTION			DEPRECIATION METHOD Straight Line	DISPOSAL STATUS
Radar S- BAND			ASSET LIFETIME	VERIFICATION DATE
ASSET SERIAL NUMBER R800010			DEPRECIATION PERIOD	VERIFICATION STATUS
PARENT ASSET			Monthly ASSET LIFETIME USAGE	TRANSFER APPROVAL ST
JOB ASSET TYPE			CURRENT NET BOOK VALUE 19.666.67	DISPOSAL APPROVAL ST.
Air Quality Equipment			ACCUMULATED DEPRECIATION	DISPOSAL APPROVER
ASSET ORIGINAL COST 20.000.00			333.33 ASSET STATUS	TRANSFER APPROVER
ASSET CURRENT COST 20.000.00			Depreciating	3 Sipho Banda



2.6 Asset Verification

To verify assets:

• Go to Fixed Assets > Lists > Assets.

DRACLE NETSUITE SANDBOX	Walks for its		٩.			 3 Sipho Banda SOUTH AFRICAN WEATHER SERVICE 	- SAWS Fixed Ass	ets Management
🕒 🛧 🖀 Vendors Financial Report	s SuiteSocial Documents Setup	Payments	Fixed Assets Support					
lome			Fixed Assets Overview			Viewing: Portlet date settings	Persona	nalize 👻 Layo
lonie			Setup +					
Reminders	Shortcuts		Lists	Assets	New			
527 SAWS FAM Asset Nil Book Value								
	Master Asset Register		Transactions F	Build Compound Ass	et Search	Asset Nil Book Value		
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	Asset Register by Physical Locat	ion and Custo		Asset Type		Asset Balances Summary		
	New Additions		Journal Types 📃 🕨	Custodian		GL Balances Detail		
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FAM035150 #35150			Searches ►					
FAM Asset								
FAM035163 #35163	FAM Depreciation History	/ List	Background Processing 👘 🕨					
Fixed Asset Depreciation Entry #39								
Fixed Asset Depreciation Entry #17			- All - - None -	í i				
FAM Asset FAM035160 #35160			- None - Air Quality Equipment					
FAM Asset	DATE this fiscal year to date	45	SET TYPE Building	 ASSET NUMBER 				
FAM035162 #35162			-					
Fixed Asset Depreciation Entry #27	- All -		A.					
Fixed Asset Depreciation Entry #18	- None -							
FAM Transaction Field Map	New							
Fixed Asset Depreciation Entry #16	ASSET STATUS Depreciating		×					
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	Asset Type Ass	et Number +	Asset Name	Depr Start Date	Asset Life	Location	Custodian	Original Cost
	Land FAI	4000004	A291003	1/4/2019	60	SAWS : Gauteng : Head Office	- None -	300,000.00
second frame		4032395	AQ WEBBLOGGER COMPLETE	1/4/2019	120	- None -	- None -	55,317.51
Search Form		4032396	RM Young Ratiation Shield	1/4/2019	120	- None -	- None -	4,397.13
ORM		4032397 4032398	ECO TECH GASCAL CALLIBRATO		120	- None -	- None -	141,366.96
SAWS FAM Asset List		4022200	Rm Young Solar Radiation 7020 AETHALOMETER AS 33 PLACK	1 1/4/2019	120	- None -	- None -	15,733.53

• Click the edit button on the radar equipment.

VIEW SAV	WS Default	•	Edit View	New FAM Asset		
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dit View	FAM035150	New Irene Radar	Radar	100,000.00	100,000.00	Straight Line



- Enter values for the following fields:
 - Verification Date e.g. 31/07/2019.
 - Verification Status e.g. Verified.

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• Save the asset record.



2.7 Reports

2.7.1 Master Asset Register

To run the Fixed Asset Register

• Click the Master Asset Register link.

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Fixed Asset Depreciation Entry #39 Fixed Asset Depreciation Entry #17	Asset Type Asset Number Asset 1 Land FAM000004 A2910			Custodian Original Cost - None - 300,000.00	
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Search Form		LOMETER AE-22 BLACK 1/4/2019		- None - 227,145.98	

- Enter values for the following fields:
 - \circ $\,$ Date this fiscal year to date
 - From 01/04/2019
 - **To** 31/07/2019
 - Asset Type All
 - Asset Status New and Depreciating

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New Depreciating	ASSET NUMBER	ASSET NAME						ORIGINAL COST	YTD DEPR	ACCUM DEPR	NBV
New Depreciating	ASSET NUMBER FAM033656	ASSET NAME CO Analyser API T-300	Depreciating	1/4/2019	120	- None -	- None -	ORIGINAL COST 50,459.02	YTD DEPR 0.0D	ACCUM DEPR 50,459.02	NBV 0.00
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New Depreciating SET TYPE A r Quality Equipment r Quality Equipment r Quality Equipment r Quality Equipment r Quality Equipment	ASSET NUMBER FAM033656 FAM032236 FAM032368	ASSET HANE CC Analyser API 1-300 Ambient Sulphur Dioxide Gas PAD2. Analyser API 62/C14 Barometric Messure Transfer TX Rack 19*	Depreciating Depreciating Depreciating Depreciating Depreciating	1/4/2019 1/4/2019 1/4/2019	120 120 120	- None - - None - - None -	- None - - None - - None -	0RIGINAL COST 50,459.02 84,588.00 108,414.00	VTD DEPR 0.00 0.00 0.00	ACCUM DEPR 50,459.02 84,588.00 108,414.00	NBV 0.00 0.00 0.00 0.00
New Depreciating SET TYPE A r Quality Equipment r Quality Equipment r Quality Equipment r Quality Equipment r Quality Equipment	ASSET NUMBER FAM033656 FAM032236 FAM032368 FAM033353	ASSET NAME CG Analyser API T-300 Ambient Sulphur Dioxide Gas PM2.5 Analyser FH 62C14 Barometric Pressure Transfer	Depreciating Depreciating Depreciating Depreciating	1/4/2019 1/4/2019 1/4/2019 1/4/2019 1/4/2019 1/4/2019	120 120 120 120	- None - - None - - None - - None -	- None - - None - - None - - None -	0860NAL COST 50,459.02 84,459.02 108,414.00 68,723.20 3,000.00 94,922.53	VTD DEPR 0.00 0.00 0.00 0.00	ACCUM DEPR 50,459.02 84,588.00 108,414.00 68,723.20	NBV 0.00 0.00 0.00
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• Click the Print button to review the PDF.

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• Select the SAWS FAM Asset Register Template then click the Print button.

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Air Quality Equipment FAM	1033353 Barom	etric Pressure Transfer	Depreciating	1/4/201
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- Review the PDF then click the download button to save the PDF.

2.7.2 Asset Register by Location and Custodian

• Repeat steps in 2.7.1 to run the report.

2.7.3 Asset Register by Physical Location and Custodian

• Repeat steps in 2.7.1 to run the report.

2.7.4 **New Additions**

- Repeat steps in 2.7.1 to run the report.
- 2.7.5 **Disposals**
 - Repeat steps in 2.7.1 to run the report.



2.7.6 Assets Verified

• Repeat steps in 2.7.1 to run the report.

2.7.7 Assets Not Verified

• Repeat steps in 2.7.1 to run the report.

2.7.8 Asset Nil Book Value

• Repeat steps in 2.7.1 to run the report.

2.7.9 Asset Transfer by Asset type

• Repeat steps in 2.7.1 to run the report.

2.7.10 Asset Transfer by Location

• Repeat steps in 2.7.1 to run the report.

2.7.11 Asset Transfer by Department

• Repeat steps in 2.7.1 to run the report.

2.7.12 Asset Transfer by Custodian

• Repeat steps in 2.7.1 to run the report.

2.7.13 Asset Classification/Category

• Repeat steps in 2.7.1 to run the report.



2.7.14 GL Balances Summary

• Repeat steps in 2.7.1 to run the report.

2.7.15 GL Balances Detail

• Repeat steps in 2.7.1 to run the report.

2.7.16 Assets Balances Summary

• Repeat steps in 2.7.1 to run the report.

2.7.17 Assets Balances Detail

• Repeat steps in 2.7.1 to run the report.

Asset Condition Asset Type Major or Minor